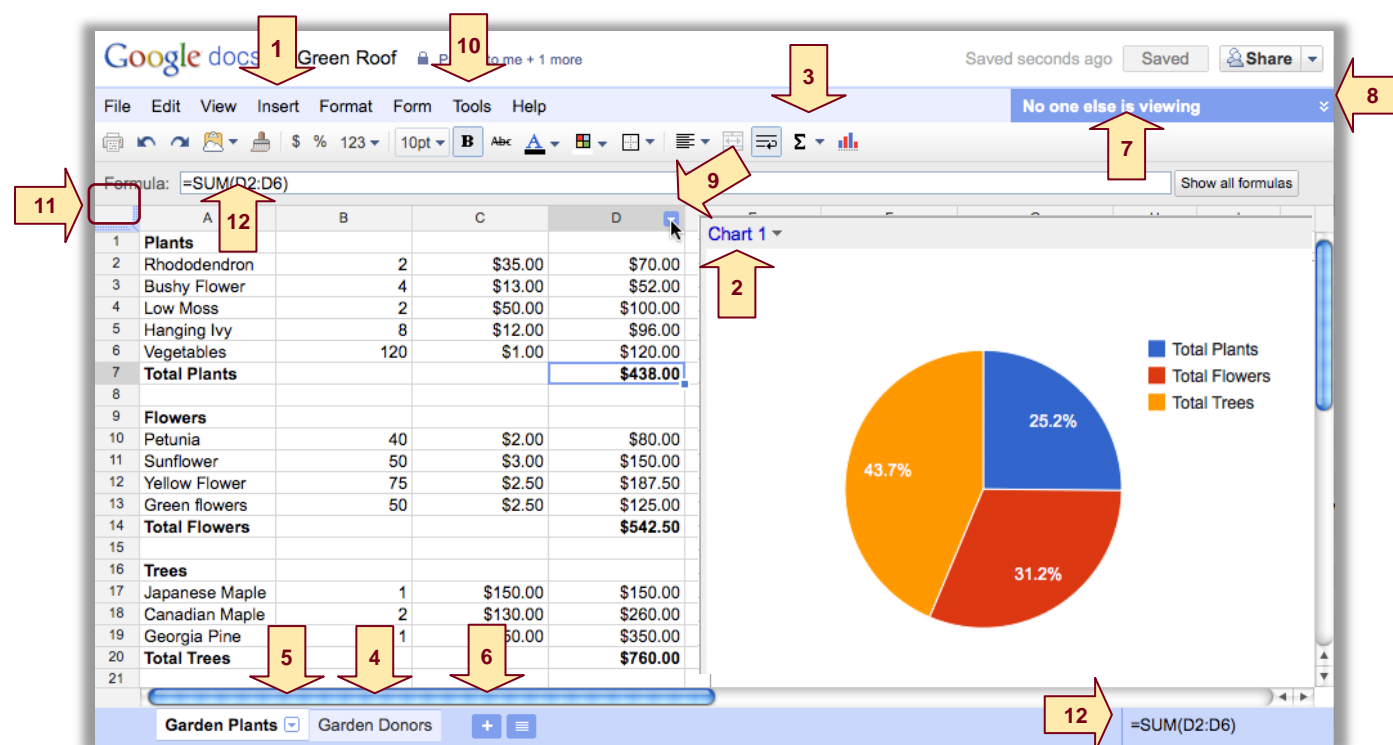


# Spreadsheets Quick Reference Guide

<http://sites.google.com/a/umn.edu/glearning>

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



## Create a Chart

1 Select the cells to include in the chart, and go to **Insert > Chart**. Choose the type of chart to create, along with any other options and click **Save Chart**.

## Edit, Delete, or Copy a Chart

2 Click anywhere on the chart to activate the Chart menu. Click on **Chart** and select the option you wish.

## Write a Formula

3 Click inside the cell where you want to add a formula. Click the **Formulas** button to add a formula. The most common types are Sum, Average, Count, Max, and Min. Click **More formulas** to see dozens of other available functions.

## Switch between Sheets

4 The "tabs" for different sheets in your spreadsheet appear as links at the bottom of the window. Click on the name of the sheet you wish to go to.

## Delete, Copy, or Rename a Sheet

5 Click the blue arrow to the right of the sheet's name to delete, copy, or rename that sheet.

## Add a New Worksheet

6 To create a new worksheet, click the blue plus button at the bottom of the window.

## Real-time Collaboration

7 The blue bar shows who is currently viewing or editing the document. If there are too many names to fit, it will say how many viewers or collaborators there are currently in the document.

8 Click the chevrons to chat with collaborators while editing the spreadsheet together.

## Sort Data

9 Click on the sort bar at the top of a column to quickly sort by the data in that column. When you hover your mouse over the sort bar, an arrow will appear so you can choose how to sort that column.

10 Or go to **Tools** to sort the worksheet according to the column you are currently in.

## Freeze Rows or Columns

10 Go to **Tools > Freeze Rows** or **Freeze Columns** to have certain rows or columns, respectively, always showing as you scroll through a worksheet.

11 You can also click the gray hash-marked bars and drag to below or to the right of the rows or columns respectively that you want to freeze.

## Cell Contents

12 The selected cell's contents are displayed in the lower right of the window, in addition to the formula bar.

## Insert Charts into other Docs

2 Charts can't be embedded into other docs. Instead, you can insert an image of the chart.

Click on the chart to activate the Chart menu. Click on **Chart > Save Image**, which will save the chart as an image on your computer. You can then insert the image into a Presentation or Document.

## Get More with Gadgets

1 A gadget interacts with the content of a spreadsheet so you can visualize and present data in unique ways, such as with pivot tables. Go to **Insert > Gadget** to see available gadgets.

## Spreadsheet Size Limits

Spreadsheets can at this time have up to 256 columns, 400,000 cells, or 100 sheets — whichever is reached first. There is no limit to how many rows you can have. Each spreadsheet can contain up to 40,000 formulas, but some formula types are more limited.

When you import a spreadsheet, the file must be less than 20MB in size and comply to the limits above.

For the latest, go to Google Docs Help and search for size limits.